

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

DIVISION OF HUMAN RESOURCE MANAGEMENT'S PROCEDURES FOR CLASSIFIED EMPLOYEES
09/7/10

1.20 Recognition Programs

The Virginia Department of Social Services (VDSS) uses the Commonwealth's Department of Human Resource Management (DHRM) **Policy 1.20 – Employee Recognition Programs** in conjunction with **(DHRM) Employee Recognition Program Handbook**, as the foundation for establishing uniform guidance to recognize employees, individually or as teams for significant contributions in achieving the agency's mission, strategic objectives, and customer service expectations. Employees should refer to Commonwealth policy and the guidance below for information about how the Department of Social Services recognizes noteworthy employees for individual and team performance.

Please refer to the link to access DHRM Policy 1.20, *Employee Recognition Programs Policies – General Provisions*

http://www.dhrm.virginia.gov/hrpolicy/web/pol1_20.html

VDSS Guidance

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

DIVISION OF HUMAN RESOURCES - GUIDANCE FOR CLASSIFIED EMPLOYEES



1.20 RECOGNITION PROGRAMS – GENERAL PROVISIONS

AUTHORITY, INTERPRETATION, AND REVISION:

This guidance is issued by the VDSS. The VDSS's Director of Human Resources (HR) or designee is responsible for the agency's interpretation of this guidance and for its revision or rescission.

The Commonwealth categorizes employee recognition as follows:

I. FORMAL RECOGNITION

Organization – wide events that occur at least annually. These events are used to acknowledge achievement of employees' contributions to the agency or state government.

- Refer to guidance: [Section 1.21 Employee Recognition - Formal](#)

II. PLANNED RECOGNITION

This approach is characterized by prearranged, more frequently scheduled ways of acknowledging contributions and accomplishments of an individual or team.

- Refer to guidance 1.22 (*currently being developed*)

III. IMMEDIATE RECOGNITION

Employees who demonstrate by their consistent behavior support for the agency's core values- accountability, integrity, effectiveness, innovation, excellent customer service and diversity in one of the following categories: Customer Service, Revenue/ Internal Process, Teamwork and Quality of Work Life.

- Refer to guidance: [Section 1.23 - Employee Recognition - Immediate](#)